

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET	
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
OFFICIAL							
10. TITLE Insects Production Worker							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER	
WG	5031		05	MONTH/DAY/YEAR	YES	NO	MS
				4-22-2002			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required			6. Personal Contacts				
2. Supervisory Controls			7. Purpose of Contacts				
3. Guidelines			8. Physical Demands				
4. Complexity			9. Work Environment				
5. Scope and Effect			27. TOTAL POINTS			27.	
JGS for Insects Production Worker, WG-5031 (TS-25 dtd 6/73)				28. GRADE		28.	
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 4/22/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks Standard Job#5031-05					33. OPM Certification Number		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 05	6. IP NO. (8)
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B. MASTER RECORD

1. PAY WG	2. OCC.SER (4) 5031	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) INS PRODN WRKR		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA	5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA	9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 4 22 02
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 051W			
6. WK. TITLE CD. (4)	7. WK TITLE (38)						
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE						
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 4 22 02
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGEG 6=Policy Analysis	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use - ALPHAS = Agency Use	19. DT. REQ. REC. (6) MO DA YEA	20. NTE. DT. (6) MO DA YEAR	21. POS. ST. Y=Perm N=Other		
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <div> <div> Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. </div> <div> Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev. </div> <div> Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. </div> <div> 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade </div> <div>9=Other</div> </div>							
23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE			31. DATE				

32. REMARKS

Standard Job #5031-05

Insects Production Worker
WG-5031-05
(Nonexempt)

Standard Job #5031-05

A. MAJOR DUTIES

Typical, but not all-inclusive, tasks are as follows:

Raises insects. Determines the type of media, feed, and liquids required; prepares them and places them in incubator or other rearing facility. Selects the proper light temperature, and humidity conditions. Transfers adults to holding cages.

May collect samples of insects from natural sources. Determines the location and the types of trap and lure required. Identifies, separates, and counts common specimens captured.

Separates insects into categories such as species, strain, sex, age, stage of development, and controls them to prevent their escape or intermingling.

Plans, sets up, and cares for experimental plots.

Observes insect collections for sign of disease, effects of insecticides, or other experimental drugs. Reports observations to supervisor or specialist.

B. FACTORS

1. SKILL AND KNOWLEDGE

Indepth knowledge of the characteristics of insects and their maintenance requirements. For example, know their normal colors, size, and shapes in their different development stages, their reproduction methods, and the feed, space, and environmental conditions required for healthy colonies.

Ability to plan and set up cages and experimental plots according to the number and type of species to be maintained.

Ability to recognize signs of disease or effects of insecticides or other drugs such as refusal to feed, abnormal activity, small size, change in reproduction rates, or growths on specimens.

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2. RESPONSIBILITY

The employee receives assignments from the supervisor or specialist. Completes the work according to accepted methods or special instructions. Employee decides such things as the proper type and amount of feed and liquids, and makes judgments regarding the welfare of the insect collections cared for. Work is checked for adherence to accepted work methods and specific instructions.

3. PHYSICAL EFFORT

Constant standing and walking on concrete floors and moderate physical effort to lift and push wheeled tray, racks, and equipment.

4. WORKING CONDITIONS

The work is generally performed inside in temperature and humidity controlled areas. Employee is subject to disagreeable odors, insect bites and stings, and dangers from contact with insecticides.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____